

# **Organization & Paper Management**



# **EVERYTHING IN ITS PLACE**

Create additional opportunities for organization in HON workstations with HON paper management and organizational tools. From piling paperwork to safely stowing personal belongings, you can make your office space work harder for you.

### PAPER MANAGEMENT



#### HLDST1, HLSL1472LS & HLSL1460LS

- Keep papers, files, and books neatly organized and within easy reach from a seated position
- Desktop Storage Terrace (HLDST1) features six storage sections plus a top display shelf (shown above)

 Layering Shelves (HLSL1472LS & HLSL1460LS) work with lower credenzas to provide additional storage areas



#### HHPS1 & HDPS1

- Maximizes worksurface space and declutters desktop while placing priority items and work-in-
- progress within easy reach
  Hanging paper shelf (HHPSI) attaches quickly and easily to the underside of an overhead
- (shown above)
   Desktop paper shelf (HDPS1) includes protective non-slip pads on the base and can stack two-high (shown above)



#### HLSL1212

- Keep papers, files, and books neatly organized and within easy reach from a seated position
- Available in a variety of colors
- Can be placed in an overhead



#### HLVPM1 & HLVPM2

- Keep papers, files, and books neatly organized and within easy reach from a seated position
- Vertical Paper Manager (HLVPM1) fits under stack-on storage
- (shown above) • Stacked Paper Manager
- (HLVPM2) segments and organizes stack-on and wallmount storage compartments, as well as bookcase shelves

## **ORGANIZATIONAL TOOLS**



HLSLDRWORG, HV-UT1

Drawer Organizer (HLSLDRWORG) available in a variety of colors (shown above)
Pencil Tray (HV-UT1) is for use

with mobile and freestanding pedestal models



#### HCLA65

- Neatly stow away backpacks and other items under a desk
- or worksurface
- 10 per carton
- Hook attaches to bottom of desk
  with two screws



#### HLSL4831MB

- Magnetic markerboard surface conveniently holds papers and notes
- Mount horizontally or vertically to the wall
- Long-lasting non-ghosting surface
- will stay white, wipe after wipe



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